

FRESNO, CALIFORNIA
CLASS SPECIFICATION
SENIOR ELECTRICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Senior Electrician is the second level in a three level Electrician series. Depending upon assignment, incumbents are responsible for performing highly skilled electrical work associated with City facilities, infrastructures, and systems and serving as a lead worker to other electricians.

The Senior Electrician is distinguished from the Electrician by its responsibility for making work assignments, determining completion of work, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of, or assigned by, the supervisor. The Senior Electrician is distinguished from the Supervising Electrician, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|----------------|
| 1. | Serves as a lead worker to other employees, which includes: prioritizing and assigning work; providing input on performance evaluations; monitoring the quality of subordinate staff performance; and training staff on work methods. | Daily
25% |
| 2. | Provides lead direction and performs electrician duties as required. | Daily
40% |
| 3. | Prepares and maintains records related to operational activities. | Daily
15% |
| 4. | Estimates material, supply, equipment, and labor requirements for applicable projects. | Weekly
10% |
| 5. | Monitors and maintains supply and equipment inventory and requisitions replacement items. | Weekly
10% |
| 6. | Performs other related duties of a similar nature or level. | As
Required |

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Training and Experience (positions in this class typically require):

- Completion of a recognized apprenticeship program and four years of full-time journey level electrician experience involving installing and troubleshooting a wide variety of electrical/electronic systems and devices, which includes or is supplemented by one year of lead experience;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Commercial Class B License
- Certified General Electrician

Knowledge (position requirements at entry):

Knowledge of:

- Applicable tools and equipment utilized in assigned area or responsibility;
- Electrical theory, principles and practices;
- Principles, policies, practices and operations in assigned area of responsibility;
- Local, State and National electrical codes and regulations, including PG&E Green Book;
- Solid state electronic systems, including programmable logic controllers, process instrumentation and control equipment;
- Solid state motor controllers and variable frequency drives;
- Safe work practices and procedures.

Skills (position requirements at entry):

Skill in:

- Prioritize and assigning work, detail oriented and ability to multi-task
- Training employees in proper work methods
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Installing, troubleshooting, repairing, and maintaining a variety of electronic equipment
- Troubleshooting and resolving electronic, analog, digital, and pneumatic type control equipment
- Safely operating and maintaining applicable tools and equipment
- Preparing, analyzing, and maintaining operational records
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, and travel.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008